



## TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov)

# REQUEST FOR PROPOSAL NORTH SETON AVENUE GREEN STREET CONCEPTUAL PLAN

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed proposals from qualified contractors to create a low maintenance green street conceptual plan, which shall implement green infrastructure enhancements along North Seton Avenue, from North Avenue to Provincial Parkway (approximately 1,600 linear feet), in Emmitsburg, Maryland. This proposal is for a conceptual plan only and **shall exclude engineered designs**. Green infrastructure practices, such as street trees, native plantings, rain gardens, bio-retention cells, and/or bio-swales may be incorporated in the plan, and it must be designed in order to treat over one inch of runoff. A calculation of total drainage area treated, calculation of impervious acre treated, and estimated cost per acre treated (at a one-inch runoff level) shall be included with the conceptual plan.

All sealed proposals must be received by January 31, 2020. Proposals will not be accepted via email. Please note on sealed bids: “**N. SETON AVE. GREEN ST., DO NOT OPEN**”

Please direct questions to Zach Gulden, Town Planner, at (301) 600-6309 or [zgulden@emmitsburgmd.gov](mailto:zgulden@emmitsburgmd.gov).

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## I. OUTLINE OF RFP

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- II. Introduction, Background, & Scope of Work
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## II. INTRODUCTION, BACKGROUND, & SCOPE OF WORK

The Town of Emmitsburg (“Town”) is in need of a qualified contractor to create a low maintenance green street conceptual plan, which shall implement green infrastructure enhancements along North Seton Avenue, from North Avenue to Provincial Parkway (approximately 1,600 linear feet), in Emmitsburg, Maryland. This proposal is for a conceptual plan only and **shall exclude engineered designs**. Green infrastructure practices, such as street trees, native plantings, rain gardens, bio-retention cells, and/or bio-swales may be incorporated in the plan, and it must be designed in order to treat over one inch of runoff. The plan must be designed in order to help mitigate flooding at the entrance of the Northgate residential development (Provincial Parkway). The plan shall:

- Minimize the impact on the surrounding area through a natural system approach that incorporates a variety of water quality and other environmental best practices;
- Reduce the amount of water that is piped and discharged directly to streams and rivers, protecting them from erosion;
- Makes the best use of street canopy for stormwater interception, temperature mitigation, and air quality improvement;
- Encourages pedestrian and/or bicycle access; and

- Can have human health benefits.

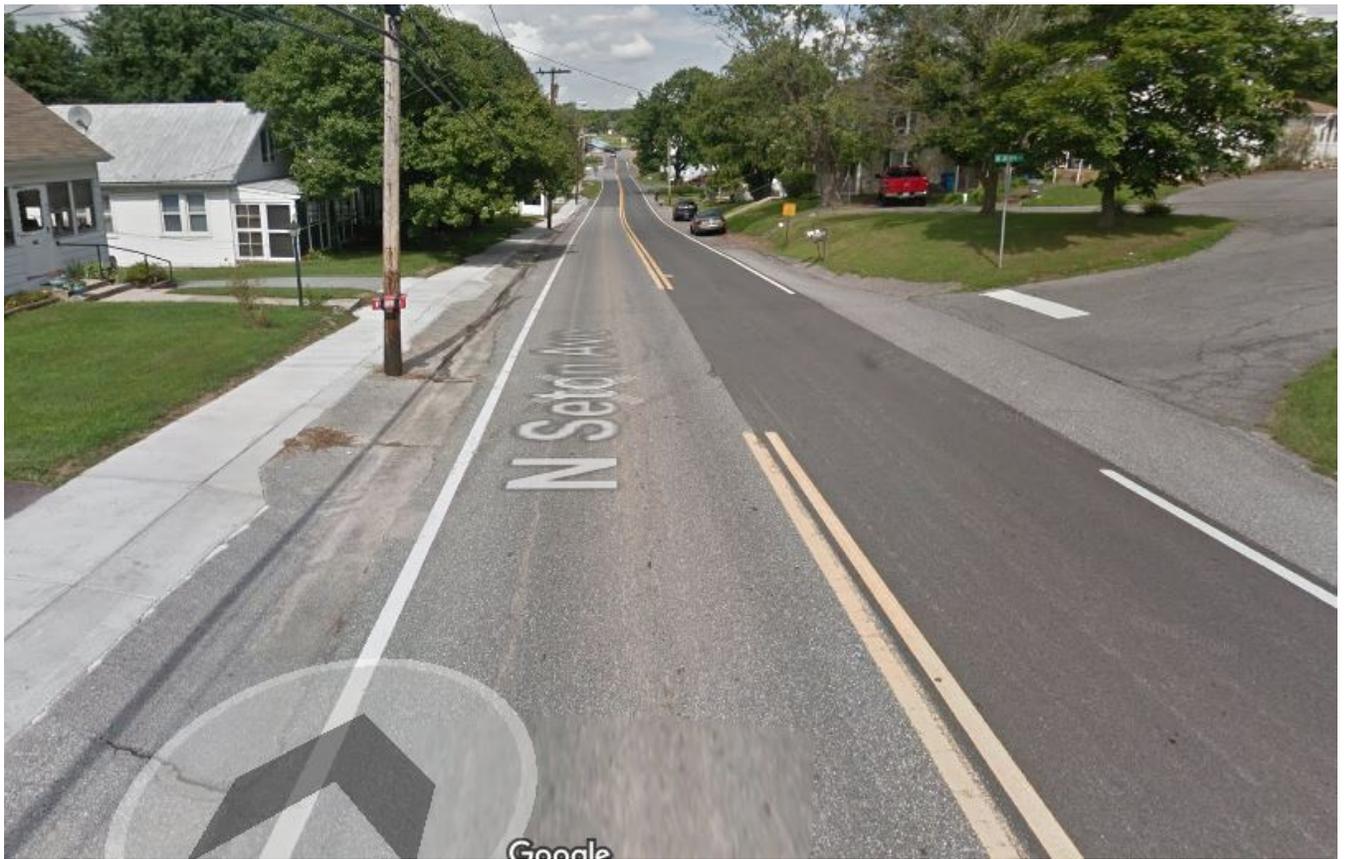
An estimated calculation of total drainage area treated, calculation of impervious acre treated, and cost per acre treated (at a one-inch runoff level) shall be included with the conceptual plan. Future construction costs (excluding engineering) shall be below \$100,000 per impervious drainage acre treated (at a minimum one-inch runoff level), and proposals must also clearly list which costs were included in the cost per acre treated, as well as the formulas used to calculate/establish treatment area. The plan shall incorporate flood mitigation, innovative green infrastructure BMPs, minimize sidewalk, street, and parking disturbance, and demonstrate cost-effectiveness of such practices. North Seton Avenue is a Maryland State Highway Administration (SHA) owned road; therefore, the concept plan shall be designed using acceptable SHA standards.

### **Current Conditions:**

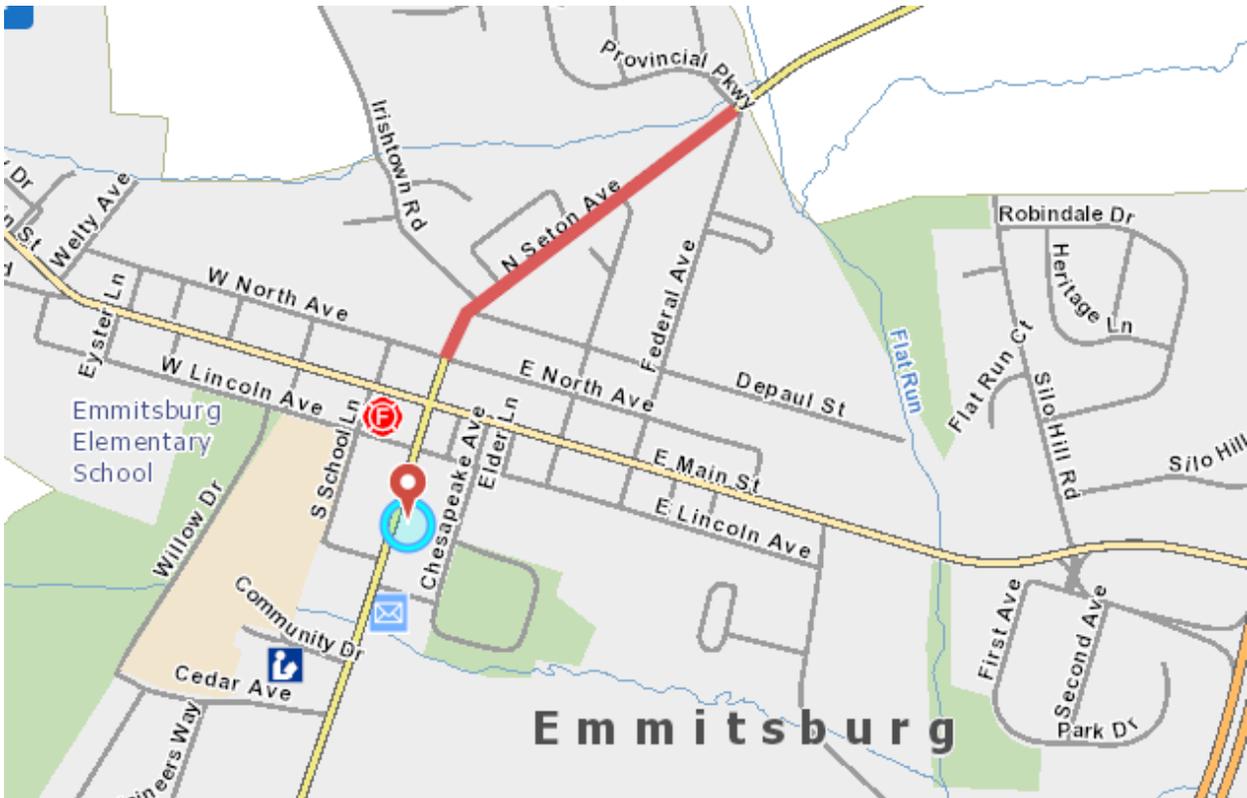












### III. SUBMITTAL REQUIREMENTS

Please submit at least three (3) copies of your bid to Town of Emmitsburg, Attn: Town Planner, 300A South Seton Avenue Emmitsburg, MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, “N. SETON AVE. GREEN ST., DO NOT OPEN”. At the

minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

**A.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.

**B.) References**

Provide client references, pictures, and detailed actual cost sheets for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the contact person(s) for the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

**C.) Sample “Green” Conceptual Plan.**

Provide colored copies of at least one sample green infrastructure conceptual plan completed by the applicant that are similar to the requirements of this RFP. Green street conceptual plans are strongly preferred.

**D.) Detailed Cost Estimate:**

Provide a detailed cost estimate in order to meet or exceed the requirements as set forth in this RFP. The cost estimate must include at least 1 revision and 10 colored copies of the finalized product.

#### **IV. EVALUATION CRITERIA AND PROCESS**

The Town Planner will designate a selection committee composed of Town Staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Cost.
- b. Experience.
- c. Understanding of services to be provided.
- d. Satisfaction of clients/references.

#### **V. PROPOSED TIMELINE**

Wednesday, December 18, 2019	RFP available on the Town of Emmitsburg’s website.
December 19 & 26, 2019	RFP advertised in Frederick News Post.
<b>Friday, January 31, 2020</b>	<b>DEADLINE: Bids due by 4:00 p.m.</b>
Monday, February 3, 2020	Proposal review/approval by the Mayor.
Monday, February 10, 2020	Proposal award/rejection announcements made.
Wednesday, July 1, 2020	Winning bidder can begin (pending contract approval).

#### **VI. MISCELLANEOUS INFORMATION**

- The Town of Emmitsburg reserves the right to accept or reject any and/or all bids/proposals and to waive any informalities or irregularities in the bidding process.

- The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.